

Kitwanga Elementary School

FAMILY HANDBOOK

A large, empty rectangular box with rounded corners and a double border. Inside the box, there are three horizontal lines for writing, spaced evenly apart. The box is designed for a family to provide contact information or other details.

QUICK REFERENCE FOR FAMILIES

School Address: 3650 School Rd, Kitwanga, BC

School Phone Number: 250-849-5484

Instruction: 9:00 a.m.–2:54 p.m.

Morning supervision begins: 8:45 a.m.

Warning bell: 8:55 a.m.

Office hours: 8:30 a.m.–12:30 p.m. & 1:15–3:00 p.m.

Absent today? Call the school or email kassia.nameth@cmsd.bc.ca.

Late? Bring child to the front doors and sign in.

Change in pickup/bus stop? Contact the school before 2:30 p.m.

Need to contact your child? Call the school office.

School doors: Locked during the school day; ring the front doorbell.

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SECTION 1
INTRODUCTION & GENERAL
SCHOOL INFORMATION

WELCOME

Welcome, Kitwanga Elementary School Families!

This handbook has been prepared to provide Kitwanga Elementary families with important information about our school, including our routines, expectations, programs, policies, and procedures. We look forward to further development, refinement, and revision of this booklet. Please share suggestions for improvement with the school administration.

Kassia Nameth, Principal

ABOUT US & PHILOSOPHY

You can also explore our School Growth Plan in the PDF document linked on the CMSD website under “Schools” and the “School Plans.” Within our Growth Plan, you can explore a video about Our School & Our Philosophy!

Our student population is composed of roughly 70 students, 83% of whom are of Indigenous ancestry. We strive to help build a strong sense of cultural identity through local Gitxsan Language and Culture teachings. Our school is comprised of 4 classrooms from Kindergarten to Grade 7. The multi-age classroom configurations allow for plenty of cross-curricular collaboration and interaction between students.

At Kitwanga Elementary School, we are dedicated to nurturing curious minds and compassionate hearts. We are committed to empowering all students to embrace learning, achieve their personal best, and build their emotional, social, and physical well-being. Our school community values respect, kindness, and a growth mindset in a nurturing, joyful, culturally responsive learning environment where every child feels valued, supported, and proud of who they are. Together, we envision a future where every student thrives academically, socially, and emotionally, equipped with the skills and confidence to make a positive impact in our world.

SCHOOL STAFF

Teaching Staff

Grade 6/7 - Ms. Shivani Sharma

Grade 4/5 - Ms. Aubrey King

Grade 2/3/4 - Ms. Lisa Apps

Grade K/1/2 - Ms. Hattie Aldag

Language & Culture - TBD

Resource/P.E./Literacy - Mr. Robert Oldershaw

Literacy Support - Mrs. Marianne Kloeckner

Support Staff

ISW - Mrs. Darlene Williams

ISW - Mrs. Pam Holland

EA - Mrs. Julie Walsh

EA - Mrs. Carmella vandenbosch

EA & Noon-Hour Supervisor - Mrs. Kelly van den Heuvel

Library/SLA/Food Services - Ms. Claire Kontola

Custodian - Ms. Nancy Hocha

Custodian - Ms. Nadia Hocha

Administrative Staff

Principal/ELL Teacher - Ms. Kassia Nameth

Secretary & Noon-Hour Supervisor - Mrs. Dawn Hippisley

All staff can be reached by email at firstname.lastname@cmsd.bc.ca

(e.g., kassia.nameth@cmsd.bc.ca)

WHO DO I CONTACT?

For general questions, attendance, or changes in pick-up or bus stops → contact the school office.

For classroom concerns and/or concerns that have not been resolved, follow the following steps:

1. Most concerns can be resolved at the source of the concern and this is the place to seek a solution. We encourage parents/guardians to discuss their interests and concerns regarding their child's education as early as possible, directly with the teacher(s) in charge of their child's progress.
2. Should you not find a satisfactory resolution, you are encouraged to proceed to the next step. It is the responsibility of each person involved to clarify the problems and attempt to resolve the concerns.
3. Concerns must be directed in the following order:
 - a. Discussion with the teacher
 - b. Discussion with the principal
 - c. Discussion with a designated member of district staff.
4. Where it is evident that the parent or guardian has not followed these steps, the district will redirect the parent/guardian to the starting level.

SCHOOL PARENT ADVISORY COUNCIL (PAC)

Our Parent Advisory Council (PAC) provides families with an opportunity to be involved in their children's education and our school community. The PAC discusses current educational issues, supports fundraising initiatives, and provides a connection to the District Parent Advisory Council (DPAC). The PAC operates under a constitution, holds meetings throughout the school year, and is always happy to welcome new members.

The PAC can be contacted through the Kitwanga PAC Facebook page or by email at kitwangapac@gmail.com.

BELL SCHEDULE

8:55 Warning Bell
9:00 Class Instruction Begins
10:15 Recess
10:27 Warning Bell
10:30 Class Instruction Begins
12:30 Lunch
12:45 Lunch – Outdoor Recess
1:12 Warning Bell
1:15 Class Instruction Begins
2:54 Dismissal Bell

Total Instructional Minutes:

- Start to Recess: 75 mins
- Recess to Lunch: 120 mins
- Lunch to Dismissal: 99 mins
- Total: 294 minutes

SCHOOL SUPERVISION

Teachers assume playground and building supervision at 8:45 a.m. Students should time their arrival at school between 8:45-9:00 a.m. each day. Teachers provide supervision before school and at recess. During lunch hour our paid noon-hour supervisors supervise the students.

Supervision of the grounds is usually not provided after 3:00 p.m. The bus leaves at approximately 3:03 p.m. Parents are encouraged to have their children go directly home after school hours unless they are participating in a school-sponsored activity or are registered riders on the second bus to Gitanyow.

SCHOOL OFFICE HOURS

The office hours are 8:30 a.m. - 12:30 p.m. and 1:15 p.m. - 3:00 p.m. when school is in session. If your call is not answered, please leave a message and/or email kassia.nameth@cmsd.bc.ca.

The school phone number is (250) 849-5484.

Please be mindful that school days are dynamic and always changing. Staff are pulled away from the office for various reasons to support student wellbeing and safety throughout the day.

Our school keeps all doors locked for the safety of staff and students. Please ring the doorbell when you arrive to ensure that office staff can make their way to the front door to greet you. If you arrive during lunch (12:30–1:15 p.m.), the office is closed due to office staff providing student supervision, so we cannot guarantee there will be someone to open the door. If you need to come to the school during this time, please call ahead so we can accommodate your visit.

PICK-UP & DROP-OFF

In the AM students should be dropped off at the side stairs up to the playground between 8:45-8:55am. For after school pick-up, families park across the street from the school. Families then cross the street and wait at the bottom of the side stairs for their student(s). Then, you and your student(s) can cross the street together safely back to your vehicle.

CHANGES IN PICK-UP OR BUS STOP

To protect the safety of our students, we have new requirements for when there are changes to a student's pick-up during the day or after school.

1. The school must be informed of the change and the full name of the person who will be picking them up.
 - a. Communication via phone call, note in student's agenda, email
2. When the person comes to pick up the student, they will be required to show government-issued photo ID to verify their identity.

*It is the family's responsibility to let the pick-up person know that they need to bring ID***

For changes in bus stops:

- The school must be informed of the new bus stop number and the name and contact number of the caregiver who will be meeting the student at the stop.
 - Communication via phone call, note in student agenda, or an email to the school

Changes must be communicated to the school in a timely manner. After 2:30 we cannot guarantee that the change will be received.

ATTENDANCE & LATES

Teachers take attendance in their classrooms on MyEdBC and post it for the office to review. This occurs twice daily, in the morning and after lunch. Kitwanga Elementary will be following the Safe Arrival Program. This is a valuable program in that parents need not wonder if their child arrived at school. If we have not been notified of a child's absence, and the child does not arrive at school, we (Secretary, Principal, ISW) will try to notify you so that you can take immediate steps to locate your child. This program adds to the measure of security for our children and, hopefully, increases peace of mind for parents. **The success of this program is largely dependent on parents calling the school when they know their child is going to be absent. If your child will be absent, please call/email the school before 9:00 a.m.**

Late Arrivals: If your child arrives late to school, please bring them to the front doors to have them signed in and pick up a late slip before going off to class.

Chronic Absenteeism: Means missing about 10% of school days in a year – which is about 2 days each month. Students who are not chronically absent are less likely to fall behind in their schoolwork, and they often find it easier to maintain friendships. Two days per month does not sound like much, but it is almost a month of learning time throughout the year.

So should we worry about our kids missing a few days of school once in a while? Maybe not ... if the absences don't happen often. We all get sick every so often ... and students attending school when they are not feeling well is not good for them or for other people. Sometimes it might be impossible to avoid scheduling an appointment on a school day.

But if absences are regular and frequent, we should all be paying attention, because it can impact learning. The good news is that we can work together to help our students get to school regularly.

Information From Attendance Counts! An Information Guide For Families (2024)

Be an Attendance “HERO” – Here, Everyday, Ready, On-Time



2026-2027 School Calendar
Coast Mountains Board of Education School District 82
September 1, 2026 - August 31, 2027

September 2026

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Sept 7: Labour Day
Sept 8: First Day of School
Sept 25: District In-Service Day
Sept 30: National Day for Truth & Reconciliation

October 2026

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Oct 12: Thanksgiving Day
Oct 23: Provincial ProD Day

November 2026

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Nov 11: Remembrance Day
Nov 18 & 19: Early Dismissal
Nov 27: ProD Day

December 2026

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Dec 21-Jan 1: Winter Break
Dec 25: Christmas Day
Dec 26: Boxing Day (Observed Dec. 28)

January 2027

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Jan. 1: New Year's Day
Jan 4: Back to School
Jan 22: ProD Day

February 2027

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

Feb 15: Family Day

March 2027

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

March 17 & 18: Early Dismissal
March 22-April 2: Spring Break
March 26: Good Friday
March 29: Easter Monday

April 2027

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

March 22-April 2: Spring Break
April 5: Back to School
April 23: ProD Day

May 2027

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

May 21: ProD Day
May 24: Victoria Day

June 2027

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

June 21: National Indigenous Peoples Day
June 28: Last Day of School
June 29: Administrative Day
June 29-Sept 6: Summer Break

July 2027

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

July 1: Canada Day
June 29-Sept 6: Summer Break

August 2027

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Aug 2: BC Day
June 29-Sept 6: Summer Break

Legend:

School/Statutory Holidays
 Early Dismissal

District In-Service, Non-Instructional & Administrative Days (Schools are not in Session)
 Vacation Period (Schools are not in Session)
 National Indigenous Peoples Day (Schools are in Session)



2026-2027 School Calendar
Coast Mountains Board of Education School District 82
September 1, 2026 - August 31, 2027

Days in Session	186
Number of Days of Instruction	179
Number of Non-Instructional Days	6
Number of Administrative Days	1
School Opening	Tuesday, September 8, 2026
National Day for Truth & Reconciliation	Wednesday, September 30, 2026
Thanksgiving Day	Monday, October 12, 2026
Remembrance Day	Wednesday, November 11, 2026
Schools Closed for Winter Vacation	Monday, Dec. 21, 2026 to Friday, Jan. 1, 2027
Schools Re-open after Winter Vacation	Monday, January 4, 2027
Family Day	Monday, February 15, 2027
Schools Closed for Spring Vacation	Monday, March 22, 2027 to Friday, April 2, 2027
Good Friday	Friday, March 26, 2027
Easter Monday	Monday, March 29, 2027
Schools Re-open after Spring Vacation	Monday, April 5, 2027
Victoria Day	Monday, May 24, 2027
Last Day of Instruction	Monday, June 28, 2027
Non-Instructional Days (Schools not in Session):	
District In-Service Day	Friday, September 25, 2026
Provincial Professional Development Day (ProD Day)	Friday, October 23, 2026
Professional Development Day (ProD Day)	Friday, November 27, 2026
Professional Development Day (ProD Day)	Friday, January 22, 2027
Professional Development Day (ProD Day)	Friday, April 23, 2027
Professional Development Day (ProD Day)	Friday, May 21, 2027
Administrative Day:	
	Tuesday, June 29, 2027
Minutes of Instruction (minutes/day)	
- Elementary Schools	294
- Middle & Secondary Schools	319
Early Dismissal Days:	
	Wednesday, November 18, 2026
	Thursday, November 19, 2026
	Wednesday, March 17, 2027
	Thursday, March 18, 2027

TYPICAL SCHOOL EVENTS

September:

- Terry Fox Fundraising & School Run
- Open House Dinner
- Grades 4-6 Volleyball Begins (Ends in Dec)
- Orange Shirt Day

October:

- National Take Me Outside Day
- School Clothing Orders
- School-Wide Write, Numeracy, & Acadience Assessments
- Halloween Assembly & Class Parties

November:

- Remembrance Day Assembly
- Term 1 Report Cards
- Early Dismissal Days/Family & Teacher Conferences
- Foundational Skills Assessment for Gr 4 & 7.

December:

- Christmas Ornament Auction Fundraiser
- Christmas Concert

January:

- Winter Fun Day Stations Outside
- School-Wide Skating Trip (fundraising dependent)
- Lunch Intramurals Begin

February:

- Valentine's Day Assembly & Spirit Week
- Science Fair
- Acadience Mid-Year Assessments

TYPICAL SCHOOL EVENTS

March:

- Term 2 Report Cards
- Early Dismissal Days/Family & Teacher Conferences
- Leprechaun Trap Building
- Beef Jerky Fundraiser

April:

- Spring Carnival

May:

- Red Dress Day
- Track & Field Day
- School-Wide Write, Numeracy & Acadience Assessments

June:

- Pride Parade
- SOARing Student Trips
- Grade 7 Celebration Feast
- National Indigenous Peoples Day Celebration
- End of the Year Report Cards

CODE OF CONDUCT

KES Eagles' **SOAR**

KES Eagles are:

S – SAFE

- Move and play safely in the school and the school yard
- Line up when the bell goes
- Tell an adult if you feel unsafe
- Get permission to leave the school and stay in supervised zones
- Look out for each other

**SAFETY
FIRST**

KES Eagles take:

© – OWNERSHIP

- Admit mistakes & make it right
- Use the school technology appropriately
- Be on time and organized
- Contribute by doing your part
- Turn in devices to the office
- Do your best in all you do
- Keep on task and use time wisely



KES Eagles have a:

A – POSITIVE ATTITUDE

- Treat others with kindness
- Be polite
- Include others in work or play
- Believe in the power of yourself and your brain when learning new things
- Be a role model and help others
- Be kind online



KES Eagles are:

R – RESPECTFUL

- Treat yourself and others with courtesy
- Listen carefully to others
- Behave and speak appropriately
- Respect the feelings, privacy, and possessions of others
- Keep the school and grounds tidy



Our Code of Conduct is designed to provide guidelines for appropriate student behaviour while at school, on route to and from school or at any school-sponsored function.

CODE OF CONDUCT

Inappropriate Behaviours & Consequences

Inappropriate behaviour can consist of, but is not limited to:

- Behaviours that interfere with the learning of others
- Rudeness, swearing
- Aggressive or violent behaviours, Fighting
- Lack of respect for others, environment, and property
- Discrimination in any form including race, colour, gender, religious beliefs, sexual orientation, gender identity or expression, ancestry, or national origin
- Defiant behaviour
- Public displays of affection in a romantic or sexual nature
- Use of banned substances such as cigarettes, tobacco, vapes, drugs/alcohol
- Unauthorized leaving of school grounds
- Refusal to follow school cellphone policy
- Innapropriate graphics on clothing (drugs, alcohol, playboy, middle finger)
- Inappropriate online behaviour

Consequences will be applied in a fair and consistent manner, respecting individual rights, age, and maturity; and be restorative rather than punitive in nature.

Inappropriate behaviour typically has the following consequences:

- Review of expectations and a timeout
- Behaviour Reflections
- Instruction (teach correct behaviour and practice)
- Review of expectations, written assignments, and/or loss of privileges (which include but are not limited to off-site activities, **field trips**, computer access/internet privileges, and/or special events)
- Meeting with the family
- Suspension (in or out of school)
- Bus warning/suspension
- Consultation with police and/or fire department when warranted
- Expulsion

Elementary School's Code of Conduct has been structured to align with and adhere to the standards outlined in:

- The School Act 85(1.1) 168 (2) (s.1) Provincial Standards Ministerial Order 276/07, effective October 17, 2007
- B.C. Human Rights Code, (SD 82 Policy No. 2125)
- Diversity in Schools (Policy 1020)
- Sexual Orientation and Gender Identity (Policy 1095)
- B.C. Ministry of Education: Safe, Caring and Orderly Schools
- Bring Your Own Technology (BYOT) Revised (Policy 1090)

KES Cell Phone Policy



Cell phones at school cause a safety risk to our students and are also distractions that disrupt learning. Therefore, KES has a strict cell phone policy. **Phones are handed in as students come off the bus in the morning and they are returned at the end of the day.**

Failure to Follow The Policy:

1st Offense: Phone is kept at the school for an extra day after the offense. A phone call home is made.

2nd Offense: There is a phone call home and the phone is kept until the students adult comes to pick it up.

3rd Offense: A meeting is set up with student, family, and admin about failure to follow cell phone policy and a plan will be made. Phone is kept until the meeting with the adult.

If a student continually fails to turn in their phone it may result in an in school or out of school suspension

SCHOOL STUDENT PHONE

Students do not have access to their cell phones during the school day. If a parent/guardian needs to contact their child, they can phone Kitwanga Elementary School at 250-849-5484 and a message will be given to the student.

Occasionally students may wish to call home from the school's student phone. Permission to use the phone will be given on a case-by-case basis depending on the circumstances. However, students cannot use the phone to ask permission to attend a friend's home. This should be arranged in advance, and a note or phone call should be provided to the school from all parties involved.

STUDENT DRESS CODE

Students and their parents are expected to support a learning environment where attire is appropriate and not distracting or offensive to others. Articles of clothing which promote alcohol, drugs, inappropriate language, logos, and images, or discrimination of any form are not acceptable. Clothing must provide appropriate coverage for participation in school activities. Students who wear clothing that is deemed inappropriate will be asked to change or sent home. Moreover, clothes need to match the weather. Children go outside rain or shine. Note: If there is heavy rainfall or the temperature is below -15°C , students will be kept indoors.

Please try to label all items of clothing to ease the return of items to their owner. Our lost and found continues to grow and it always seems as though nobody owns any of it!

PERSONAL ITEMS, TOYS & ELECTRONICS

We strongly encourage families to leave expensive toys, electronics, and other valuable personal items at home. These items are not needed for learning and are not permitted for use in classrooms unless a staff member has given specific permission for a school-related purpose.

Bringing valuable items to school can lead to distractions, conflicts, or items being misplaced, damaged, or taken. Kitwanga Elementary School is not responsible for lost, stolen, or damaged personal items that students choose to bring to school.

If an item is not required for school, the safest place for it is at home. Thank you for helping us keep the focus on learning and reduce unnecessary problems during the school day.

OFFICE REFERRAL

When a student is referred to the office for a behaviour concern, staff complete an Office Referral Form outlining the incident.

Administration completes the bottom portion of the form, and a copy is sent home for families to review, sign, and return to the school.

KES Office Referrals

Student: _____ Grade: _____ Div: _____

Referring Staff Member: _____ Date: _____ Time: _____

Referral Reason: ☐ F.Y.I ☐ Action Requested: _____

Behaviour Concern(s) ☐ Conflict with another student ☐ Unsafe Behaviour ☐ Defiance/Disrespect/Disruptive ☐ Harassment/Bullying ☐ Inappropriate Language/Lying ☐ Vandalism/Theft ☐ Tech. Violation ☐ Bus Misconduct ☐ Other: _____	Describe the Incident
Location ☐ Classroom ☐ Hallway ☐ Playground ☐ Gym ☐ Library ☐ Computer Lab ☐ Bathroom ☐ Other: _____	Perceived Motivation ☐ Attention from peers ☐ Avoid peers ☐ Attention from adults ☐ Avoid adults ☐ Obtain Item/Activity ☐ Avoid work/Activity ☐ Don't know ☐ Other: _____
Others Involved: 	
Staff Intervention/Action Prior to Referral: 	
Administrative Action Taken ☐ Conference with Student ☐ Call to Parents/Guardians ☐ No Recess (_____ Days) ☐ Restitution (apology, community service) ☐ Time in Office ☐ Verbal Warning ☐ Instruction (Teach correct behaviour, re-teach, practice) ☐ In-School Suspension ☐ Out-of-School Suspension ☐ Bus Warning/Suspension ☐ Other: _____	Administrative Action Taken Notes

Copies to: ☐ Referring Staff Member ☐ Teacher ☐ Resource Teacher ☐ Parent/Guardian

- ☐ 1st Behaviour Report this term
☐ 2nd Behaviour Report this term
☐ 3rd Behaviour Report this term
☐ 4th Behaviour Report this term

After four office referrals within a term, a meeting will be arranged with the student's family, teacher, and administration to discuss supports and next steps.

OFFICE REFERRALS, RESTORATIVE JUSTICE, & PROGRESSIVE DISCIPLINE

In the event of an office referral, the school will respond to the student's behaviour using appropriate interventions, supports, and/or consequences. Consequences will vary depending upon the nature of the infraction. Consequences will be applied in a fair and consistent manner, respecting individual rights, age, and maturity; and be restorative rather than punitive in nature. If the offense is minor, the discipline referral sheet will suffice as communication with home. If an offense is serious, the school has the responsibility to advise other community partners.

Progressive discipline is a whole-school approach that utilizes interventions, supports, and consequences to address inappropriate student behaviour and to build upon strategies that promote positive behaviours. Kitwanga utilizes a range of interventions, supports, and consequences that include learning opportunities for reinforcing positive behaviour while helping students to make good choices.

In some circumstances, short-term suspension may be a useful tool. In the case of a serious incident, long-term suspension or expulsion, which is further along the continuum of progressive discipline, may be the response that is required. **If two students are disciplined for the same infraction but one of the students has had a previous discipline referral(s) the consequence(s) may look different for that student.**

In considering the most appropriate response to address inappropriate behaviour, the following will be taken into consideration:

- The particular student and circumstances (e.g., mitigating or other factors) such as; students age, maturity and special needs (if any-such as intellectual, physical, sensory, emotional and behaviour disability)
- The nature, severity and frequency of actions of the behaviour (is the behaviour ongoing).
- The impact on the school climate & safety (i.e., the relationships and safety within the school community)

STUDENT CONFIDENTIALITY & PRIVACY

At Kitwanga Elementary School, we respect and protect the privacy of every student and family. Student information and records are kept confidential and are handled in accordance with Coast Mountains School District policies and provincial privacy legislation.

Information about your child may be shared among appropriate school or district staff when needed to support their learning, safety, well-being, or educational programming. Staff are expected to handle this information professionally and respectfully and to only share information with those who need it to support the student.

When an Incident Involves Another Student

We understand that families want to know how the school has responded when their child has been involved in a conflict, behavioural incident, or other concern. We will always do our best to communicate with you about your child, their experience, and the steps being taken to support their safety and well-being.

However, just as we protect your child's privacy, we must also protect the privacy of other students. This means that school staff cannot share another student's personal information, learning or support needs, disciplinary consequences, or other confidential details.

For example, we may be able to tell you that the situation has been addressed and appropriate follow-up has occurred, but we will not be able to tell you what specific consequences another student received.

We appreciate families respecting these confidentiality requirements and avoiding requests for information about other students. Maintaining student privacy helps us create a school community built on trust, dignity, safety, and respect for everyone.

PBIS

Implementing Positive Behaviour Interventions and Supports (PBIS) in an elementary school can create a more positive, predictable, and supportive learning environment for all students. Rather than focusing primarily on reacting to problem behaviour, PBIS emphasizes teaching, modelling, and reinforcing expected behaviours.

☀ Improved School Climate

- Creates a safe, welcoming, and inclusive environment.
- Builds positive relationships between students and staff.
- Increases students' sense of belonging and connectedness.
- Promotes a common language and shared expectations across the school.



Reduced Behaviour Challenges

- Reduces disruptive behaviours in classrooms.
- Improves student self-regulation and conflict resolution skills.
- Helps prevent behaviours before they escalate.



Increased Academic Achievement

- More instructional time due to fewer behavioural disruptions.
- Students are better able to focus on learning.
- Improved classroom engagement and participation.
- Positive learning environments are associated with higher academic outcomes.



Consistency Across our school, staff:

- Teaches the same behavioural expectations.
- Uses consistent language.
- Responds to behaviour in predictable ways.
- Reinforces positive choices consistently.

Students know what is expected whether they are in:

- | | |
|--------------|----------------|
| • Classrooms | • Library |
| • Hallways | • Kitchen |
| • Playground | • Computer Lab |
| • Gym | • Assembly |

KES Eagles' SOAR

		Classroom	Hallway	Playground	Gym
S	Be <u>S</u> afe 	- Keep hands, feet and objects to self. - Use school technology appropriately.	- Keep hands, feet and objects to self. - Walk at all times and stay to the right. - Give everyone their personal space.	- Keep hands, feet and objects to self. - Stay in supervised areas. - Use equipment properly. - Dress for the weather.	- Keep hands, feet and objects to self. - Wear proper shoe wear. - Use equipment properly.
O	Take <u>O</u> wnership 	- Do your classwork. - Be on time, prepared, and ready to learn. - Try your best at all times.	- Look and focus forward. - Go directly to your destination; return quickly. - Be sure to sign in/out of your classroom.	- Return equipment to where they belong. - Pick up all personal belongings. - Pick up your garbage. - Line up when the first bell rings.	- Show sportsmanship. - Always participate the best you can. - Be honest.
A	Have a <u>P</u> ositive <u>A</u> ttitude 	- Positive growth mindset. - Treat others with kindness. - Speak and act kindly.	Speak and respond kindly and quietly to everyone.	- Be fair and follow game rules. - Speak and act kindly.	- Be fair and follow game rules. - Speak and act kindly. - Cheer on all classmates.
R	Be <u>R</u> espectful & <u>R</u> esponsible 	- Use quiet voices. - Raise your hand. - One person speaks at a time.	- Walk quietly so others can learn. - Stand in line spot, patiently and quietly. - Keep out of others' backpacks and belongings.	- Be welcoming and include others. - Take turns. - Listen and follow adult's directions the first time given.	- Include others. - Take turns. - Listen and follow adult's directions the first time given (listen for whistle).

KES Eagles' SOAR

		Library	Kitchen	Computer Lab	Assembly
S	Be <u>S</u> afe 	- Keep hands, feet and objects to self. - Use resources appropriately. - Walk at all times.	- Keep hands, feet and objects to self. - Wash hands & tie hair back. - Use kitchen tools appropriately.	- Keep hands, feet and objects to self. - Use technology appropriately.	- Follow instructions. - Sit with hands, feet, and objects to self. - Sit in your own space.
O	Take <u>O</u> wnership 	- Try your best at all times. - Choose a variety of books to read.	- Ask for help if you have a question. - Pay close attention when cutting or cooking food.	- Stay on the sites you are supposed to be on. - Try your best to learn new programs and softwares.	- Use washroom before/after assembly. - Be a role model to others.
A	Have a <u>P</u> ositive <u>A</u> ttitude 	- Positive growth mindset. - Speak and respond kindly and quietly to everyone.	- Speak and act kindly to everyone. - Keep an open mind and be helpful.	- Speak and act kindly to everyone. - Be patient.	- Clap appropriately - Be an active participant at all times.
R	Be <u>R</u> espectful & <u>R</u> esponsible 	- Use quiet voices. - Take care of the books. - Put books on the cart when done.	- Listen and follow adult's directions the first time given. - Take care of kitchen tools.	- Listen and follow adult's directions the first time given. - Take care of devices and computers.	- Enter and leave quietly. - Quiet voice. - Facing forward and sitting on your butt. - Eyes on the speaker.

SOAR AWARDS

Our School Code of Conduct spells out SOAR!

Safe - Ownership - Positive Attitude - Respect

Each month staff will keep an eye out for the students they see following all our school rules and expectations! Those nominated students will receive a SOAR Award to take home with them and have their picture featured on our school SOARing Students of the Month board.

If a student has consistently struggled to demonstrate the SOAR expectations throughout a term, a “SOAR Alert” will be included with their report card. If a student receives a SOAR alert, they will be required to attend “SOAR School” with Ms. Nameth at lunch recesses. These sessions provide additional opportunities to explicitly review, practise, and reflect on school-wide expectations.

However, to recognize those students who consistently earn SOAR Awards and following all school rules throughout the year, they will have a special SOAR day/field trip. Students who earn SOAR Awards in at least 7 of the 10 months of the school year will be invited to participate.

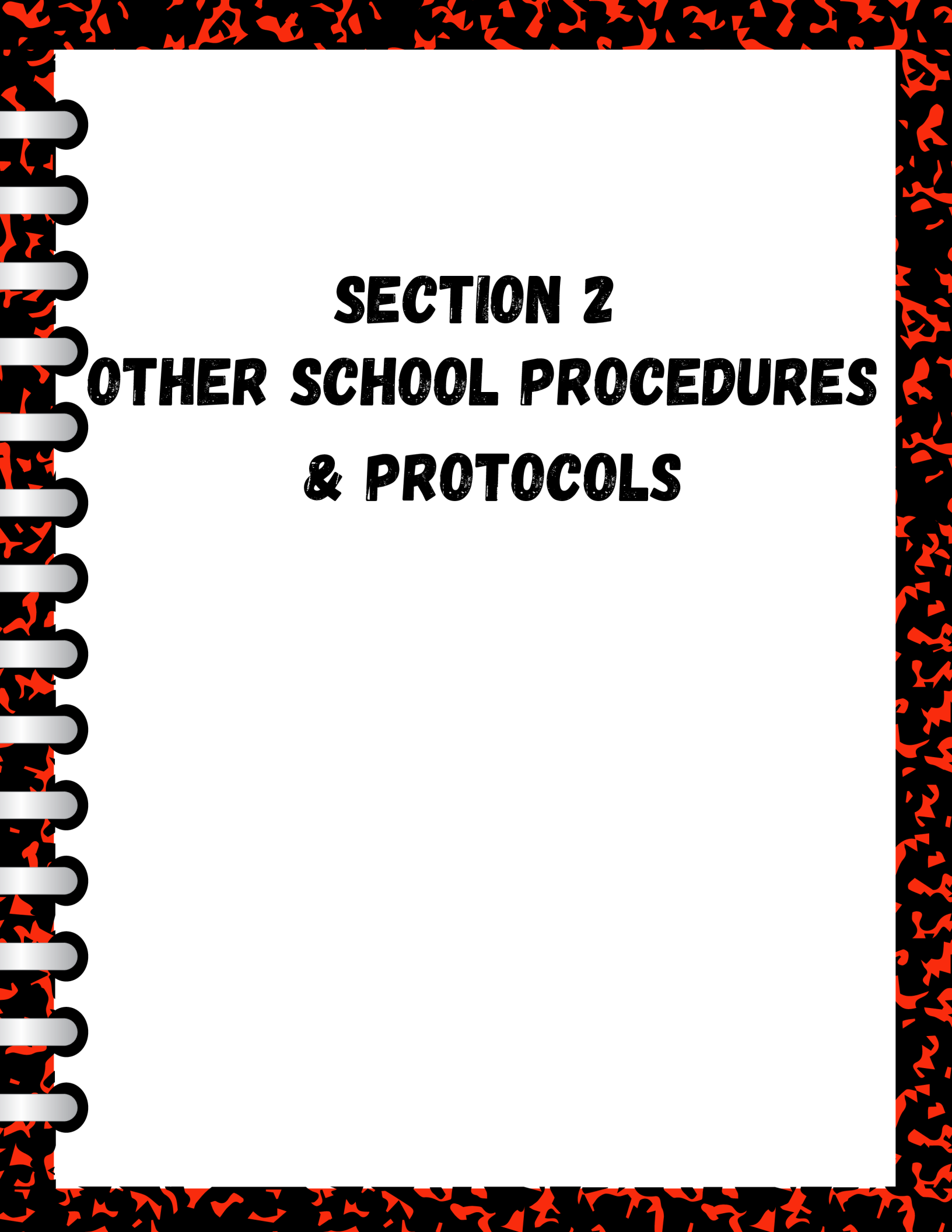
GITXSEN VALUES & BELIEFS

Each month we will focus on a different Gitxsan Value & Belief! Teachers will incorporate opportunities for students to learn about, discuss, and demonstrate the month's value through classroom activities, stories, discussions, and other learning experiences.

Throughout the month, students will work on modelling these values! On the last day of the week, the students caught modelling the value will get a shout-out on the announcements and will get to come down to the office for a certificate!

Gitxsan Values and Beliefs

'Nii hlo'ot	Respect September
Lay'em goot	Caring February
Lijilxw	Patience January
Gwe'ey'em didilis't	Humility December
Ap'simhee	Courage October
Simetxws	Trust June
'Wii oo	Love March
Gan'wiixho'osxw	Wisdom November
Sii gyeks	Peace Keeper May
K'e'm goot	Responsibility April



SECTION 2
OTHER SCHOOL PROCEDURES
& PROTOCOLS

SCHOOL AGENDAS

Overall goals for Agenda use:

- Students will write daily messages to update families about events, spirit days, and classroom learning.
- You will be able to see their handwriting improve throughout the school year through these messages!
- Teachers can write notes updating families about classroom learning and behaviours, send home spelling lists for home practice, and more!
- Families can write messages asking questions, noting any changes in pick-ups, etc.
- There is a designated pouch for paperwork, newsletters, and permission forms so families know where to check and important items don't end up forgotten on the bus or crumpled at the bottom of backpacks.

Primary 8.5x11 - English -
Front Cover - Canadian
Animals (L)



Elementary 8.5x11 - English
- Front Cover - We Can Do
Hard Things (L)



SCHOOL AGENDAS

Effective elementary school agenda procedures establish a predictable daily routine for recording homework, organizing materials, and fostering communication between home and school. Implementing these steps helps students build independent responsibility.

Daily Agenda Routines

- Morning Entry: Students unpack, open their agendas to the current day, and place them on their desks or designated drop spots.
- Teacher Check: Designated helpers or the teacher initial agendas during soft-start or quiet work time to check for any notes from home.
- Board Posting: Teachers write daily assignments, reminders, and upcoming test dates in a consistent spot on the front board. Students will have a specific block to copy board information into their agendas.
- Gradual Release: Shift from whole-class guided copying to independent recording as students mature through grade levels (Teachers will check to ensure message is written)
- **Parent Signatures: Require families to review and sign or initial the agenda each night to confirm they checked the agenda.**
- Parent & Teacher Communication: Teachers can write notes about the student's day. Families can write notes to the teacher or leave notes about changes in student pick-ups or bus stops!

Note: If a student forgets their planner, they will write the message on a piece of loose-leaf. We do not have extras to give out.

MONTHLY NEWSLETTERS

Staying connected with our families is important to us! Each month, Kitwanga Elementary School sends home a Family Newsletter with important information about what is happening at school.

Families can expect newsletters to include information such as important dates and upcoming events, spirit days, field trips, permission-form and order deadlines, school closures and Pro-D Days, assessment periods, fundraisers, food programs, registration information, seasonal reminders, and other school updates.

We encourage families to take a few minutes to read the newsletter each month and keep it somewhere handy. There can be a lot happening at school, and the newsletter is one of the best ways to make sure you don't miss an important date, deadline, celebration, or opportunity for your child.

From time to time, the school may also send home additional notices outside of the regular monthly newsletter when there is timely information families need to know, such as health notices or other important school-wide updates.

Please check your child's agenda for school communications and stay connected with us throughout the year!

WEEKLY ORANGE SHIRT DAY

Kitwanga Elementary School has launched an initiative to extend the message of Every Child Matters beyond a single day. Inspired by Indigenous Support Worker Ms. Darlene, and our former Language & Culture Teacher Ms. Rhonda, our school community will now wear orange every Thursday to honour the memory of Indigenous children who attended residential schools, support Survivors and their families, and keep the spirit of Truth and Reconciliation alive year-round.

VOLUNTEERING

Your active participation in the school is encouraged. Many parents volunteer their time at the school to assist the staff in a variety of ways on a regular basis. Please contact the school if you are interested. A Criminal Record Check must be completed and approved before volunteering with students.

School visits are encouraged and welcome. Parents are partners in the education system. When you do visit the school, however, we do ask that you arrange mutually acceptable times with the teacher.

The School Act stipulates that any visitor to the school must check in at the office.

FIELD TRIPS

According to District Policy 1080, The Board of School Trustees affirms the educational value of well-planned and supervised field trip learning experiences. Such experiences enrich the curriculum and provide an opportunity for students to apply their school learning in situations outside the classroom.

Board Policy regarding field trips also stipulates that:

- Day field trips and field trips within the province shall be approved by the school principals. Where out-of-district field trips are longer than two days in duration, principals shall inform the superintendent prior to the event.
- Out-of-province field trips shall be approved by the School Board and must be submitted well in advance of the event.
- Curricular field trip opportunities shall not be denied to a student because of cost. Emergency funding should be provided based on need and to the extent that funds are available.
- An appropriate program of instruction at school shall be provided for students who do not participate in a field trip. Parents shall be advised of these arrangements.

Transportation:

- If the use of a school bus is contemplated, arrangements must be finalized well in advance of the event.
- Parents must be informed of trips requiring the transportation of students. Such notice shall be given with sufficient time for parents to contact the school should they require information or wish to express concerns. Expressed parental permission is required prior to students participating on such trips.

FIELD TRIPS & VOLUNTEER DRIVERS

If you or parents are volunteering to transport students, you must be aware of the following school district regulations:

- Vehicles used for student transportation must be rated appropriately and insured with Province of British Columbia minimum Third Party Liability insurance. The vehicle must be properly equipped with seat belts for each occupant; seat belts must be secured when travelling.
- The school district does not accept responsibility for any damage to the vehicle in the event of an accident, nor for deductible, loss of insurance discount, or loss of use.
- The volunteer driver and owner should ensure that, to the best of his/her knowledge, the motor vehicle used for student transportation is in good mechanical condition.
- Vehicles used will only be driven by the volunteer driver noted above who must be at least 21 years of age and in good health. The driver should be accident-free for at least three years and cannot be a secondary school student. Upon request the driver must provide a copy of his/her current driver's license and abstract to the school principal/vice-principal.
- The vehicle must be equipped with winter or all-season tires (and chains, where applicable, for winter conditions).
- Airbags – the Board has adopted a revised transportation procedure that addresses the use of airbags in volunteer vehicles. Children less than 12 years old, must not be transported in the front seat if the vehicle is equipped with a passenger air bag.
- If a vehicle has the capacity to carry more than nine occupants, the driver must have a Class 4 driver's license and adhere to all National Safety Code regulations.
- The school district provides Excess Third-Party Liability coverage for volunteer drivers and owners while lawfully operating vehicles on behalf of the school district.

FUNDRAISING

Our school has a limited field trip budget, and we rely heavily on fundraising throughout the school year for any field trips or fun days. We appreciate all of the family support throughout the year to ensure our students have access to various events and trips throughout the school year. Typical school fundraisers include:

- Popcorn Sales at Community Events
- Bake Sales by Donation at Community Events
- Handmade Christmas Ornament Online Auction
- Beef Jerky Sales

Fundraising plays an important role in helping us provide students with field trips, fun days, special events, celebrations, and other experiences that may not be fully covered by regular school funding.

There are many ways families can help! This might include participating in fundraisers, sharing fundraiser information with friends and family, helping with sales or order distribution, volunteering at events, donating baking or supplies when requested, or lending an extra set of hands during busy school activities. Even small contributions of time or support can make a big difference. We also welcome new fundraising ideas! If you have an idea for a fundraiser, community partnership, event, or activity that could help support our students, please reach out to the school!

We understand that every family's circumstances are different, and there is never an expectation that families participate in every fundraiser. Whether you are able to purchase an item, share a post, volunteer for an hour, suggest an idea, or simply cheer us on, we appreciate your support.

Fundraising works best when we work together, and every bit of help allows us to create more opportunities and memorable experiences for our students.

FLIPGIVE FUNDRAISING

Fundraising doesn't have to mean extra spending! With FlipGive, your everyday purchases can earn money for Kitwanga Elementary School Field Trips & Fun Days! 🎁

How it works:

1. Use FlipGive online with eligible online partners (SportChek, Walmart, Lululemon, Old Navy, and more)!
2. Brands share a portion of your purchase back to Kitwanga Elementary School as earnings to use towards field trips & fun days!

Example: Ms. Nameth ordered some back-to-school clothes from Old Navy and earned \$4 for the school because she linked with FlipGive!

To join our school FlipGive, visit <https://www.flipgive.com/enroll/join-program> and use the school's enrolment code "PNY99KMK62MQ" to get started.

It is hard to remember which businesses are partnered with FlipGive, so it is helpful to turn on browser extensions. This way when you go on a website it will let you know if they are partnered with FlipGive!

<https://www.flipgive.com/m/extension...>

The FlipGive fundraiser is open all year as an ongoing fundraiser! This way you can fundraise all year by simply doing regular online shopping or by purchasing e-gift cards (maybe to give as gifts at Christmas time?) 🛒🛍️

NUTRITION STANDARDS

Learning takes lots of energy! Nutritious foods help support students' growth, well-being, energy, concentration, and readiness to learn and play. At our school, we want to create a positive and stigma-free food environment where all students have access to nourishing foods and can develop healthy relationships with food.

Families are encouraged to send students with a variety of foods that will help fuel their bodies and brains throughout the school day. Great school snack choices might include:

- Fresh or prepared fruits and vegetables
- Yogurt and cheese
- Whole-grain cereals, crackers, breads, and granola bars
- Smoked or dried fish

School Beverages

Water is the best everyday choice, and students are encouraged to bring a reusable water bottle to school each day. Juice may also be brought to school; however, water is encouraged as the primary beverage.

Pop, iced tea, energy drinks, and coffee are not appropriate beverages for students during the school day. We will hold these drinks in the office until the end of the day if they are brought to school.

Our approach is guided by the Coast Mountains School District School Nutrition Standards, the BC School Food Toolkit, and First Nations approaches to food and wellness that recognize the important role traditional foods can have in supporting physical, emotional, cultural, and community well-being.

Families are encouraged to explore the Coast Mountains School District Food Programming resources, the BC School Food Toolkit, and the First Nations Health Authority's Traditional Food resources for additional ideas and information.

SCHOOL FOOD PROGRAMMING

Breakfast Club:

We are happy to continue offering our FREE Breakfast Club this school year! A huge thank you to our Indigenous Support Worker, Ms. Darlene, and our wonderful volunteer, Mrs. Hippisley, for making this program possible and helping our students start their day with a full belly and the energy they need to learn.

-  Students arriving by bus are welcome to come into the school with Ms. Nameth for breakfast as soon as they get off the bus in the morning.
-  Students who are dropped off or walk to school and would like to enjoy breakfast are welcome to come to the front doors after 8:45 a.m.

Starting the day with nutritious food can help students feel energized, focused, and ready for a great day of learning. We are incredibly grateful to the staff and volunteers who help make sure our students have access to a welcoming and nourishing start to their school day.

School Lunch Program:

First, we would like to extend a heartfelt thank you to Mrs. Hippisley, who has gone above and beyond over the past three years to make sure that no student went hungry at lunchtime. We are incredibly grateful for the time, care, and energy she has dedicated to feeding and supporting our students, often while balancing the many other responsibilities of her busy schedule.

This year, we are excited to have a staff member specifically hired to prepare and support our school lunch program. This gives us an opportunity to explore how we can grow the program while continuing to provide students with affordable and nourishing meals.

Continue to the next page to learn about how this will look!

SCHOOL LUNCH PILOT

September–December: Bagged Lunches

From September through December, our lunch program will remain similar to previous years. Students who order a lunch will receive a bagged lunch consisting of a sandwich, fruit, and snack for \$3.00. **This year, lunches will need to be paid for and ordered in advance!**

January–March: Lunch Menu Pilot

Beginning in the new year, we will pilot a new approach similar to the school lunch programs offered in other schools across the district. Families will receive a monthly lunch menu featuring a variety of meal options throughout the month. Families who would like their child to participate will be responsible for completing the monthly order form in advance. Pre-ordering is important because it allows our kitchen to purchase and prepare the correct amount of food. This will help us avoid running out of meals while also reducing unnecessary food waste and ensuring that we use our food-program funding responsibly.

We Want Your Feedback! This is a pilot, and family feedback will be an important part of deciding what our lunch program looks like in the future. At the end of Term 2, during Parent-Teacher Conferences, we will have a feedback box located outside the school kitchen.

Families will be invited to tell us:

- Which lunch-program model they preferred
- Which meals their children enjoyed (or didn't!)
- Ideas for future menu items
- Suggestions for improving ordering, pricing, or the overall program
- Any other thoughts about how our school food program can better serve students and families

Our goal is to develop a lunch program that is affordable, nutritious, sustainable, and enjoyed by our students. We look forward to trying something new and working together with our families to build a program that works for our school community!



SAMPLE KITWANGA ELEMENTARY SCHOOL

Bagged Lunch Order Form | September–December

Student Name: _____

Grade: _____ Teacher: _____



Bagged Lunches – \$3.00 Each

Our school lunch program offers an affordable bagged lunch for students who would like to order one.

Each bagged lunch includes:

- Sandwich
- Fruit
- Snack

Please indicate below which days your child will require a school lunch.

Week 1 (Sept. 9-11)					
Week 2 (Sept. 14-18)					
Week 3 (Sept. 21-24)					No School
Week 4 (Sept. 28-Oct. 2)			No School		

Number of Lunches Ordered: _____

× \$3.00 per lunch

TOTAL: \$ _____

Payment

☐ Cash enclosed

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

♥ No Student Should Go Hungry

We want every student to have the food they need to learn, play, and participate fully in their school day. If your family needs support accessing school lunches, please contact the school. We will work with families privately and respectfully to ensure students have access to food when they need it.

Please return this form and payment to the school office.

Note: This is an example. A new order form will be sent home with students each month.

LIBRARY POLICY

Our library has a limited budget and lost books and materials must be replaced. Students are responsible for the books they check out from Kitwanga Elementary School Library. If a book is lost or damaged, the student will be responsible for paying the full replacement cost of the book. While we do not charge fines for late books, we do charge if a book is irreparably damaged or lost. To make a payment, send cash in a sealed envelope or make a cheque payable to: Kitwanga Elementary School.

MEDICATION AT SCHOOL

The Board endorses policy and procedures that help protect the health and well-being of students and staff. For students who require medication while they are at school, the Board believes that, except in emergency situations, principals or designates should administer (or supervise the self-administration of) medication to students only if the conditions identified under Procedures for Administering Medication are met:

- The medication must be required while the child is attending school.
- The parent or guardian has requested the school's assistance and has signed a Letter of Authority – Medication concerning administration by the teacher.
- Written authorization has been received from an attending physician.
- The Medic Alert card has been completed.
- The principal or designate has received adequate instructions from appropriate medical personnel concerning the administration of the medication.

Students who are unwell should remain home until they are well enough to comfortably participate in the school day and are no longer at risk of spreading illness to others.

HEAD LICE PREVENTION & AWARENESS

Head lice are a common occurrence among school-aged children and can happen to anyone. Families are encouraged to check their child's hair regularly so that head lice can be identified and treated early.

To help reduce the spread of head lice, we encourage students to:

- Avoid sharing hats, toques, helmets, hairbrushes, hair accessories, and other items that come into contact with the head.
- Avoid head-to-head contact whenever possible.
- Keep longer hair tied back in a ponytail, braid, or bun when possible.

If you discover that your child has head lice, please contact the school office. There is no need to feel embarrassed—letting us know helps us support the whole school community. The school will send a general notification to families in the affected classroom so that parents and caregivers can check their children's hair and monitor closely. Your child's name and personal information will always remain confidential.

Working together through regular checks, early treatment, and open communication can help reduce the spread of head lice in our school.

EMERGENCIES & ACCIDENTS

Emergencies and accidents do occur in spite of careful supervision of activities. School personnel handle routine cuts and scrapes; however, there is no nurse at the school and schools are generally not equipped to look after ill or injured students beyond basic first aid (Band-Aid or cold compress stage). If an injury is more severe and, will require parent supervision, or treatment beyond the school's capabilities, the parent or guardian will be contacted. If parents or guardians cannot be contacted and emergency contacts also cannot be contacted, the school may have to call 911 for an ambulance.

EMERGENCY SCHOOL CLOSURE

Severe weather or other emergent situations such as loss of hydropower, interrupted water supply or heating system breakdown may force school closure. A decision to close the school is made by the principals in consultation with the Superintendent of Schools. If such a decision is made prior to 8:00 a.m., it will be broadcast over local radio stations, School District website, and our School Facebook group as early as possible. An emergency could arise during the school day and could require a school closure.

FIRE, EMERGENCY LOCK DOWN AND EARTHQUAKE DRILLS

Our school will conduct regular fire, emergency lockdown, and earthquake drills throughout the school year to increase students' awareness of safe and orderly emergency procedures.

